

Hourly employees***ACTUAL HOURS***

Includes overtime
Excludes holiday, vacation, and sick pay

Salaried employees

(Employees who receive a fixed wage each pay period.)

160 hours per month = 480 hours/quarter

- or -

Actual hours

(The same method must be used for all salaried workers.)

Commissioned personnel

(Persons whose compensation is based upon a percentage of the amount received for the commodity or service rendered.)

Different rules apply to **Outside Commissioned** employees (who work primarily away from your premises) and **Inside Commissioned** employees (who work primarily at your premises).

You may report either actual or assumed hours for **Outside Commissioned** employees. If you choose to report assumed hours, report:

8 hours per day for part time,
or 160 hours per month, for full time

You must choose one method (actual hours or assumed hours) and report all Outside Commissioned employees using that method. You cannot report some using actual hours and others using assumed hours.

You can only report actual hours for **Inside Commissioned** employees.

Piecework

Actual hours

The above methods of reporting do not exempt the employer from Federal Labor Standards Act requirements and overtime computation.

This card is intended as a Quick Reference Guide. We make every effort to ensure that it is correct. When using this card, please understand it is not intended to replace Department of Labor and Industries or insured's policies, procedures, RCW's or WAC's in their entirety.